

## CA-PMM

**Project Name:** Parole LEADS Modernization (PLM)

**OCIO Project #:** 5225-103

**Department:** CA Department of Corrections and Rehabilitation

**Revision Date:** \_\_\_\_\_

## Status Report

### Progress Report -- Team Member to Project Manager

#### Current Task Summary

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
<b>Accomplished this week</b>			
<b>Planned/Scheduled Completion in Next Two Weeks</b>			
<b>Status Summary</b>	<b>Yes/No</b>	<b>Explanation</b>	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

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### Status of Assigned Issues

Issue Number	Description	Due Date	Status

### Status Report – Project Manager to Sponsor

#### Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	Yes	n/a	n/a	n/a
2. Were any key milestones or deliverables rescheduled?	No	n/a	n/a	n/a
3. Was work done that was not planned?	Yes	See #9	See #9	See #9
4. Were there any changes to scope?	No	n/a	n/a	
5. Were tasks added that were not originally estimated?	No	n/a	n/a	n/a
6. Were any tasks or milestones removed?	No	n/a	n/a	n/a
7. Were any scheduled tasks not started?	No	n/a	n/a	n/a
8. Are there any new major issues?	No	n/a	n/a	n/a
9. Are there any staffing problems?	Yes	2 vacancies of State project staff	Increased workload on existing project staff	Recruitment/Hiring process in progress

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### Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	No	n/a	n/a
2. Do any key milestones or deliverables need to be rescheduled?	No	n/a	n/a
3. Is there any unplanned work that needs to be done?	No	n/a	n/a
4. Are there any expected or recommended changes to scope?	Yes	Possible change to implementation strategy	Analysis of vendor contract to determine feasibility
5. Are there any tasks not originally estimated that will need to be added?	No	n/a	n/a
6. Are there any tasks or milestones that should be removed from the plan?	No	n/a	n/a
7. Are there any scheduled tasks whose start will likely be delayed?	No	n/a	n/a
8. Are any major new issues foreseeable?	Yes	Potential: preliminary discussions about enterprise identity mgmt may impact	Continue to monitor/gather details on technical solution for identity mgmt.
9. Are any staffing problems anticipated?	Yes	State project staff turnover increases workload on remaining staff	Project managers have escalated issue to Project Director

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### Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

Completed Deliverable Review for Project Schedule and Project Management Plans (Communication, Risk & Issue Management, Schedule Management, Scope, Quality Management, Software Quality Assurance and Configuration Management & Change Control).

### Project Milestones:

*List key milestones and their dates from the project schedule.*

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Project Start/Initiation	2/9/09	3/9/09	Done	Delayed contract processing	3/2/09
Project Planning	6/4/09	6/4/09	On Target	n/a	n/a
Requirements & Design	9/24/09	9/24/09	On Target	n/a	n/a

### Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		X		Current project schedule developed prior to project start. Delay in project start resulted in schedule variance. Revised Schedule
Milestones		X		See Schedule Response
Deliverables		X		See Schedule Response
Resources		X		Staff vacancies increased workload on current staff. Hiring/Recruitment process is currently under way.
OneTime Cost	X			n/a
Continuing Cost	X			n/a

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### Status Reports – Sponsor to Steering Committee

#### Summary Milestones and Highlights

<b>Project Milestones:</b> <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Project Start/Initiation	2/9/09	3/9/09	Done	Delayed contract processing	3/2/09
Project Planning	6/4/09	6/4/09	On Target	n/a	n/a
Requirements & Design	9/24/09	9/24/09	On Target	n/a	n/a

<b>Variances</b> Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance". <i>* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis</i>				
	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		X		Current project schedule developed prior to project start. Delay in project start resulted in schedule variance. Revised Schedule
Milestones		X		See Schedule Response
Deliverables		X		See Schedule Response
Resources		X		Staff vacancies increased workload on current staff. Hiring/Recruitment process is currently under way.
One Time Cost	X			n/a
Continuing Cost	X			n/a

**CA-PMM****Project Name:** Parole LEADS Modernization (PLM)**OCIO Project #:** 5225-103**Department:** CA Department of Corrections and Rehabilitation**Revision Date:** \_\_\_\_\_**Status Report****Monitoring Vital Signs Scorecard**

Vital Sign	Variance	Value	Your Score
1. Customer Buy-In	High Degree of Buy-In	0	0
	Medium Degree of Buy-In	1	
	Low Degree of Buy-In	2	
2. Technology Viability	Strong Viability	0	0
	Medium Viability	1	
	Weak Viability	2	
3. Status of the Critical Path (delay)	<5%	0	1
	5% to 10%	1	
	>10%	2	
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	1
	5% to 10%	1	
	>10%	2	
5. High-Probability, High-Impact Risks	0 to 3	0	0
	4 to 6	1	
	>6	2	
6. Unresolved Issues (on time resolution)	On time	0	1
	Late with no impact	1	
	Late impacting the critical path	2	
7. Sponsorship Commitment	Fully engaged	0	0
	Partially engaged	1	
	Inadequate enagement	2	
8. Strategy Alignment	Strong alignment	0	0
	Partial alignment	1	
	Weak or no alignment	2	
9. Value-to-Business	Strong	0	0
	Medium	1	
	Weak	2	

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0
	Medium	1	
	Weak	2	
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	0
	80-90% on time	1	
	<80% on time	2	
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	0
	80-90% on time	1	
	<80% on time	2	
13. Actual vs. Planned Resources	>90% assigned and available	0	0
	80-90% assigned and available	1	
	<80% assigned and available	2	
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0
	15-25%	1	
	>25%	2	
15. Team Effectiveness	Highly Effective	0	0
	Moderately Effective	1	
	Ineffective	2	
<b>Total</b>			<b>3</b>

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

### Vendor Viability Rating Rationale

Skillnet Solutions (integration vendor) has proven track record of successful implementation of similar solution. Technical staff has extensive knowledge of proposed solution.

Eclipse Solutions (TPM) has proven track record and has extensive knowledge of project management best practices.